

Address  
Email: email@email.com  
Cell: +1-999-999-9999

## Client Name

### Documentation Specialist and Technical Writer

*Customer focused with a passion to solve critical documentation issues, and learn emerging technologies; possess over 8 years of progressive experience in varied domains*

#### Profile

Technically talented proof reader and copy editor with excellent customer service skills; enjoys working in a fast-paced environment with challenging and complex documents; rich experience in proofreading and ensuring quality of financial documents, brochures, flyers, promotional material and retail catalogues; equipped with fast and accurate keyboarding skills, advanced word processing skills, expert in electronic tagging of legal documents in SGML and XML; an active team player recognized for taking initiatives to achieve desired business and organizational goals.

#### Key strength areas

Project coordination • Reporting • Communication and collaborative skills • results oriented  
Relationship building • Team player • flexible and adaptable • Researching skills • Taking ownership

#### Tools

- MS-Office (MS-Word, MS-PowerPoint, MS-Excel), Word Perfect
- Adobe FrameMaker, MS-Project, MS-Outlook, and Lotus Notes

#### Professional Experience and Accomplishments

##### **CMI-St. Joseph Content, Markham, 2010 – Present**

###### **Proof reader**

- Enforce strict quality standards and style guidelines as provided by the Quality Controller Coordinator.
- Ensure editing corrections have been properly implemented by the finishing operator
- Ensure timely delivery of media pages to both internal and external clients
- Monitor the consistency while comparing images related to copy blocks on the printed page
- Compare all the PDF files from the Imaging Department to the final QCs supplied by the Finishing Operators to make sure no images or copies are missing.

##### **RR Donnelley & Sons (formerly Bowne of Canada), Toronto, 2010**

###### **Composition Operator and Proof reader**

- Produced financial documents and included author's comments.
- Adhered to Bowne style and prepared files for Xmarking to save down from PDF and or Xlates.
- Proofread output against the customers' document for style, composition, spelling accuracy and consistency.
- Edited the financial documents and ensured overall consistency, style and pagination.

### **INOFAS Integrated Systems Inc., Toronto, 2008 – 2009**

#### **Text Processing Specialist/SGML/XML Tagger**

- Performed electronic tagging of documents in SGML & XML.
- Proofread and reformatted legal documents created by scanning or OCR.
- Identified and reported anomalies and provided appropriate solutions.

### **TC Media (formerly Quad Graphics & Que-Net Media), Markham, 2007 – 2008**

#### **Proof reader**

- Proofread retail catalogues and adhered to APA style guidelines.
- Ensured consistency in the catalogue and maintained pricing, copy, and design on all pages and zones.

### **PGePROPEL (formerly PGeMarketing Services), Markham, 2007**

#### **Proofreader**

- Proofread client documents for consistence and content.
- Assisted in page proof coordination and multiple version mark up.
- Organized and de-formatted client copy using Microsoft Word and developed a macro in MS-Word for de-formatting tasks.
- Maintained client style profiles and resource files for legals.

## **Educational and Professional Credentials**

### **Certificate in Technical Writing with Honours, 2013**

Humber College, Toronto

### **Bachelor of Arts (English Literature), 1997**

Madras University, India

### **Voluntary contributions**

- Volunteer Learning Series Presenter, Canadian Diabetes Association, Toronto, 2009
  - Volunteer Proofreader/E-Publishing Assistant, CNIB, Toronto, 2009 – 2010
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